



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 17-2015

**OPEN TO:** All Interested Candidates  
**POSITION:** Accountant FSN-9\*; FP-05\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** May 20, 2015  
**CLOSING DATE:** June 3, 2015  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,689,380\* (Grade 9)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Accountant in the Financial Management Office.

**BASIC FUNCTION OF POSITION**

The incumbent will have Accounting, Budgeting and Auditing responsibilities within the Financial Management Center. S/he will manage the Representational Budget worth \$.3 million for the Embassy, specifically manage accounting details for approximately \$6 million while reconciling other accounts valued at approximately \$8M, prepare budget analyses, verify data throughout the various financial management software systems and work with the Accountants in CGFS Bangkok to ensure that the financial needs of this Post are adequately met in a timely manner. The incumbent will supervise two Voucher Examiner positions and will report directly to the Senior Accountant & Budget Analyst.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Two years of post-High School education in technical Studies in management and/or Finance

**2. Prior work experience:** three years of progressively responsible work experience in accounting maintenance, bookkeeping or related accounting technician work is required. Six months supervisory experience required.

**3. Language Proficiency:** Level 3 English, French and Arabic is required.

**4. Job Knowledge:** Incumbent must have accounting background and have budgeting and auditing experience. Sound knowledge of appropriation and allotment bookkeeping and accounting procedures related to maintaining, reconciling and closing accounts in the U.S Government and agencies. Must be familiar with the internal processes working within the U.S. Embassy and the Algerian accounting and legal system.

**5. Other Skills and abilities:** Ability to analyze the interrelationship of accounts that are affected by varied transactions and documents, accounting codes and account structures that involve detailed procedures for setting up and liquidating obligations. Strong attention to detail. Judgment, organizational and interpersonal skills required to independently create and vet projects for use by team. Ability to deal tactfully and politely with all levels of employees. Grace under pressure. Must have good working knowledge of Microsoft Excel and Word; prefer experience with Access and Share Point as well.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: June 3, 2015**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**  
Attention: Accountant, Vacancy Announcement # 17-2015  
Point of Contact: Human Resources Office  
Fax to : 0770 082 288  
Post to: BP 408 16000 Alger Gare  
E-mail to: **usembassyalgiers\_app@state.gov**